

**City of Lowell**  
**Job Description**  
**Please Post ~ July 15, 2015**  
**Deadline ~ July 29, 2015**  
**Lowell Police Department**  
**Intervention Coordinator**

**Title:** Intervention Coordinator (2500-TP, 2162)  
**Department:** Lowell Police Department  
**Reports to:** Superintendent of Police  
**Salary Range:** \$23.00 per hour; part-time not to exceed 18 hours per week  
**Duration of Appointment:** One year term, renewal contingent upon funding

**SUMMARY**

The Intervention Coordinator will serve as the liaison between police officers in the Lowell Police Department and the Department and also serve as a contact for resources available to employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works closely with current LPD training personnel and management in the development, implementation and maintenance of an effective resource program with emphasis on awareness, training, networking, community resources, in compliance with government and management directives
- Provide multi-services on peer counseling, assistance for substance abuse and addiction, referral assistance and information for behavior and mental health issues for employees and family members
- Facilitate correspondence and communication of all available services to employees
- Assist employees with accessing resources and provides available information as requested
- Assists training managers with communication and implementation of various resource programs for LPD
- Maintains strict confidentiality of employees, contacts conversations, and record keeping
- Performs other duties as assigned

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Bachelor's Degree required, Master's Degree in Social Work preferred
- Certified as a Licensed Alcohol and Drug Counselor I (LADCI) required; Training and Certification in Critical Incident Stress Management (CISM) and Mitchell Model preferred, may substitute with three to five years of related experience or equivalent combination of relevant training, education and experience
- Knowledge of law enforcement field, with prior experience in training, management, coordination and logistics is preferred
- Proficiency in various computer skills is required.
- Previous supervisory experience is helpful.
- Excellent written and oral skills required.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post job offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 29, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**